

CITY OF CARLSBAD
SUBMITTAL CHECKLIST
EASEMENT AND COVENANT FOR EASEMENTS

City Project No. _____ City Project Name _____
 City Drawing No. _____ City Project Engineer _____

PLEASE NOTE:

- To insure the timely processing of Easement Dedications, Covenants and Quitclaims for development projects in the City, those submitting Easements for City review should check their submittal packages for completeness and compliance to the following checklist. Applicants are required to acknowledge completeness by initialing the spaces provided for each item. City staff will inventory these items upon submittal.
- Unless specifically marked "N/A" (not applicable) and initialed by the City Project Engineer, all items listed are required to be submitted.
- Please do not detach this checklist when attached to the Easement documents. This checklist is a part of the Easement documents check comments.
- Should you have any questions, please contact the City Engineering Department, Development Services.

A. THE FOLLOWING ITEMS MUST BE INCLUDED IN THE INITIAL SUBMITTAL:

- ☐ 1. Transmittal letter from the Engineer or Surveyor of Work listing all the items being submitted (Distribution: Original to Planchecker, copy to File).
- ☐ 2. Engineering Plancheck Application form completed and signed by Owner/Applicant (Distribution: Original to File, copy to Planchecker).
- ☐ 3. Two (2) sets of the Preliminary Title Report issued within 6 months of application submittal (Distribution: 1 Planchecker, 1 File).
- ☐ 4. Three (3) sets of typewritten Legal Description of the Easement Dedication or Covenant marked Exhibit "A" on 8 1/2" X 11" size paper completed by a Licensed Land Surveyor or appropriately Licensed Engineer. The area (in square feet or acres) to be dedicated or covenanted, shall be called out on the Legal Description (Distribution: 2 Planchecker, 1 File).
- ☐ 5. Three (3) sets of plat to illustrate Easement Dedication, or Covenant on 8 1/2" X 11" size paper completed by a Licensed Land Surveyor or appropriately Licensed Engineer. Each Plat shall as a minimum show the following data: (Distribution: 2 Planchecker, 1 File)
- ☐ The Easement to be dedicated, or covenanted
 - ☐ North arrow and scale and bar scale
 - ☐ Street name(s) and width(s)
 - ☐ Lot/parcel number(s), subdivision name(s) and map number(s)
 - ☐ Black border and title box
 - ☐ Plat marked as Exhibit "B"
 - ☐ Any existing structures affected
 - ☐ Matches legal description and calculations exactly
- ☐ 6. Two (2) sets of bound Traverse Calculations of the area to be dedicated or covenanted completed by a Licensed Land Surveyor or appropriately Licensed Engineer (Distribution: Original to Planchecker, copy to file).
- ☐ 7. Processing fee (see current fee schedule).
- ☐ 8. **ADDITIONAL ITEMS/INFORMATION REQUIRED:** _____

SUBMITTAL COMPLETE. CHECKED BY _____ **DATE** _____

COMMENTS _____

SEE REVERSE SIDE

CITY OF CARLSBAD
SUBMITTAL CHECKLIST
EASEMENT AND COVENANT FOR EASEMENT

City Project No. _____ City Project Name _____
City Drawing No. _____ City Project Engineer _____

B. THE FOLLOWING ITEMS MUST BE INCLUDED IN EACH RESUBMITTAL:

- ☐ 1. Transmittal letter from the Engineer or Surveyor of Work listing all the items being submitted (Distribution: Original to Planchecker, copy to File).
- ☐ 2. Copy of previous transmittal letter from the City and Planchecker's marked checklist (Distribution: Planchecker).
- ☐ 3. All previous checkprints of Legal Description, Plat, Traverse Calculations and Preliminary Title Report (Distribution: Planchecker).
- ☐ 4. Two (2) sets of Preliminary Title Report (Distribution: Original to Planchecker, copy to File).
- ☐ 5. Three (3) sets of typewritten Legal Description of the easement to be dedicated, or covenanted, corrected as necessary (Distribution: 2 Planchecker, 1 File).
- ☐ 6. Three (3) sets of Plat corrected as necessary (Distribution: 2 Planchecker, 1 File).
- ☐ 7. Two (2) sets of bound Traverse Calculations corrected as necessary (Distribution: Original to Planchecker, copy to File).
- ☐ 8. Original of Subordination Agreements as prepared by City staff properly executed by appropriate parties and notarized (when applicable) (Distribution: Original to Planchecker)
- ☐ 9. **ADDITIONAL ITEMS/INFORMATION REQUIRED:** _____

SUBMITTAL COMPLETE. CHECKED BY _____ **DATE** _____

COMMENTS _____

C. THE FOLLOWING ITEMS MUST BE SUBMITTED BEFORE CITY ENGINEER WILL RECOMMEND APPROVAL OF THE EASEMENT OR COVENANT FOR EASEMENT AND BEFORE PACKAGE CAN BE SCHEDULED FOR CITY ACCEPTANCE:

- ☐ 1. Transmittal letter from the Engineer or Surveyor of Work listing all the items being submitted (Distribution: Original to Planchecker, copy to File).
- ☐ 2. Copy of previous transmittal letter from the City and Planchecker's marked checklist (Distribution: Planchecker).
- ☐ 3. All previous checkprints of Legal Description, Plat, Location Map, Traverse Calculations and Preliminary Title Report (Distribution: Planchecker).
- ☐ 4. Two (2) sets of the updated Preliminary Title Report (dated within 30 days of submittal) (Distribution: 1 File, 1 Planchecker).
- ☐ 5. Three (3) sets of the corrected typewritten Legal Description corrected as necessary (1 original and 2 copies), wet sealed and signed by the Engineer or Surveyor of Work (Distribution: 2 Planchecker, 1 copy to File).
- ☐ 6. Three (3) sets of Plat corrected as necessary (1 original and 2 copies), wet sealed and signed by the Engineer or Surveyor of Work (Distribution: 2 Planchecker, 1 copy to File).
- ☐ 7. Two (2) sets of bound Traverse Calculations corrected as necessary sealed and signed by the Engineer or Surveyor of Work (Distribution: Original to Planchecker, copy to file).
- ☐ 8. Original of Grant Deed or Covenant for Easement, and Subordination Agreements (as applicable) as prepared by City staff properly executed by Owner and notarized (Distribution: Original to Planchecker, copy to File).
- ☐ 9. **ADDITIONAL ITEMS/INFORMATION REQUIRED:** _____

SUBMITTAL COMPLETE. CHECKED BY _____ **DATE** _____

COMMENTS _____
